

Safe Return Handbook



Being Prepared

- We encourage students to walk or cycle to school in order to avoid unnecessary use of public transport.
- If students travel on public transport, they must wear a mask in order to comply with current government guidelines as well as protect others. If being driven to school, students can be dropped off in the school car park but drivers must not get out of the car. Please be respectful of others.
- Students must wear their full school uniform each day except on days when they have a timetabled PE lesson when they will wear their full PE kit. For Year 11 students, they must change into their PE kit at the start of their PE lessons.
- Students must bring their own equipment to school (pens, pencils, ruler, rubber, etc) and must not share this with other students. Equipment will be checked each day by their form tutor.
- We advise students to bring their own water bottle to school, which they must fill before they leave home as they will not be able to refill them throughout the day.
- No food will be served during break time so we strongly advise that they bring a snack to school

Arriving at School

- Arrival time is strictly between 8.45am and 9:15am - no earlier, no later.
- Each year group will enter the school via their designated entry point to minimise year groups mixing. They will go to their year group's designated outside space where they will wash their hands and line up in their tutor groups. If it is raining heavily, they will be lined up in their designated indoor space.
- Respectful distancing must be adhered to at all times - no touching, no ball games and no huddles. The bike area in front of Reception is for KS4 and the bike shed opposite the TPET building is for KS3.

Attendance and Punctuality

- Attendance is compulsory. We will be recording and following up on any absences.
- If a student cannot come to school, you must contact us before 9:30am via text (07860 055 215) or email (attendance@springwestacademy.org) giving your child's name, registration group and a clear reason for their absence.
- If you believe that your child is exhibiting symptoms of coronavirus then you must let us know immediately and arrange for them to take a test. They must be tested and remain at home until the results are known. Please keep us updated if they or someone in your household has tested positive for COVID 19. We will support you with the latest advice.
- If we are expecting a student in school and they do not arrive, we will contact home by 11:30am at the latest.

Attendance and Punctuality (cont)

- The government ended its shielding guidance on 1st August. However, if you have received clinical or public health advice that your child should still remain at home, please let us know.
- Some health circumstances make the risk of leaving the house higher. We will carry out a full risk assessment with any high risk students.
- We expect all students to arrive at school between 8.45 and 9.15. If a student is late for school they will line up outside the Main Reception. Lateness to school is not acceptable.

During the School Day

- Wearing a face covering is compulsory in all indoor areas, including in the classroom. This is in line with current government guidance. Before removing it from their face, the student should preferably wash, but at least sanitise, their hands and do so again after it has been sealed in its bag.
- Each year group has a designated outdoor and indoor space, dedicated classroom area and stairwell. At Key Stage 3, students will be taught mostly in one dedicated classroom in a consistent group.
 - At the start of the day, after break and after lunch, teachers will collect their classes from the designated year group outside space and lead them to their classroom via a predetermined route that avoids contact with other year bubbles. Hand sanitisers are also available in each classroom's hygiene box.
- For lessons at all other times, most students will remain in their classrooms and their next teacher will come to them.
- Students will sit at their desks facing the front.
- All students will be allocated a specific seat in their classrooms so that they are always seated next to the same person where possible. This reduces the amount of mixing risk within year group bubbles.
- Windows and doors will be open in classrooms to allow for good ventilation.
- Shared classrooms have been treated with a chemical spray that inhibits the spread of bacteria and viruses and will be wiped down on exit. There are hand sanitisation procedures on entry and exit to shared rooms.
- Students should not leave the classroom between lessons.
- No movement around the classroom and no touching at any time.
- An internal designated inside space has been allocated to each year group. Lunch will be operated from these spaces.
- Students will not be using the biometric scanners. They will give their name to the till operator.

Dismissal

There will be a staggered dismissal at the end of the day.

On Mondays to Thursdays:

Year 7 are dismissed at 3:45pm

Year 8 are dismissed at 3:50pm

Years 9 and 10 are dismissed at 3:55pm

Year 11 are dismissed at 4:00pm

On Fridays:

Year 7 are dismissed at 1:25pm

Year 8 are dismissed at 1:30pm

Years 9 and 10 are dismissed at 1:35pm

Year 11 are dismissed at 1:40pm

- Students must keep a respectful distance from each other on exit.
- After leaving the site students must go straight home and not gather in groups. Their behaviour to and from school will be included in the school's behaviour risk.
- Students remaining for detentions will make their way to the correct room at the end of the day.

Behaviour

Our behaviour policy has been updated to cover safe behaviours in our 'new normal'. In summary:

- Respectful distancing rules must be observed at all times
- No touching at any time, no throwing, no spitting or other unsafe behaviours
- No threats of unsafe behaviours
- Coughing or sneezing must be covered by the inside of your elbow if no tissue is available
- No littering and any mask must be stored safely and not dropped
- A risk assessment will be carried out with any student behaving in an unsafe way. If their behaviour poses an ongoing risk then they may be at risk of exclusion. The ultimate sanction of a permanent exclusion for unsafe behaviours has been added to our behaviour policy.

Confirmed cases

- In the event of a confirmed case of COVID-19 at the school we will contact Public Health England, in line with current government guidance.
- It is expected that in the first instance students that have been sat within a two metre radius of the confirmed case will be asked to quarantine for 10 days, during which remote learning will be set. Other members of the household do not have to quarantine unless symptoms develop.
- We will communicate clearly with all parents in the event of a confirmed case providing clear guidance on any actions that need to be taken. For this reason it is vital that we hold up-to-date contact details including mobile phone numbers and email addresses.